

SENIORITY SCORE NOTIFICATION AND DISCREPANCY FORM

Employee Name _____ SSN _____

Classification _____

State Service Date _____

Seniority Score Calculation

The Seniority and Placement Unit has calculated your seniority score through _____ as:

☐ Total Score _____ based on the following information on file for you:☐ State service* _____ ☐ BU 6 _____☐ BU 13 _____

Exempt Service Credits

☐ University of California Service* _____☐ County Fire Department under CAL-Fire
Authority* _____☐ California State University Service* _____☐ Superior Court* _____☐ Legislative Analyst's Office * _____☐ State Senate * _____☐ State Assembly* _____

Military Points

☐ Military Points* _____

Employee Response (Discrepancy):

I have checked those areas below that show why I believe my seniority score is inaccurate and have provided the required verification as documented on the reverse of this form. I understand this must be submitted by _____.

My seniority score should be _____, based on the following information:

1) ☐ I actually began work for the State in the Department of _____ on the date of _____.
My last name at that time (if different from now) was _____.

2) ☐ I should have received credit for Exempt service for a qualifying Exempt service from _____
to _____. (Please check the appropriate boxes below and if
you have verification, please attach).

☐ University of California service*☐ State Assembly*☐ California State University service*☐ County Fire Department under CAL-Fire
authority*☐ Legislative Analyst's Office*☐ Superior Court*☐ State Senate*

3) ☐ I should have received points for prior military service from _____ to _____ (copy of DD214
attached).

Employee Signature: _____ Date: _____

Return Form to: Resource Planning and Reduction Section (RPRS)**Fax Number (916) 322-2389****Must be returned on or before _____***** Please see back sheet**

Verification Standards

The Seniority and Placement Unit will determine whether the service verification data submitted will be added to your State service total. The documentation that you provide must be written and verify the exact dates, and the time base (or number of hours if intermittently employed) of your prior employment. Specific employment verification standards are listed below.

University of California Service

Submit written verification of your student or non-student status at the time of employment from the University Registrar's Office. Also, provide copies of your "Record of Earnings" obtained from the University's Payroll Office.

California State University Service

For non-student service from *June 1, 1961, through December 31, 1976*, you must submit a copy of your "Employee Record Card," and/or month-by-month record of earnings which may be obtained from the Campus Personnel Office. For non-student service before *June 1, 1961, and after December 31, 1976*, official data is available to DPA; therefore, no verification is required.

California State Legislature Service

Contact the personnel office of the Legislative Branch (Assembly/Senate/Legislative Analyst Office) where you were employed and request a letter or Transfer Data Form (612) that verifies the exact dates and time base of your prior service.

County Fire Department under CAL-Fire authority and Superior Court

Please provide the department or agency name prior to the blanketing (transfer) and the date you entered into Exempt employment. RPRS will contact DPA to obtain your prior employment records.